

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

011501-FMD**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Facilities Management Division		POSITION NUMBER (Agency - Unit - Class - Serial) - - -			
UNIT NAME AND CITY LOCATED Region II - Stockton Management Unit		CLASS TITLE Groundskeeper			
WORKING DAYS AND WORKING HOURS Monday through Friday 5:00 a.m. to 1:30 p.m.		SPECIFIC LOCATION ASSIGNED TO Various locations within the Stockton Mgmt. Unit			
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-056-0731-003			
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.					
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under supervision of the Chief Engineer II, the incumbent will perform the grounds maintenance at the State-owned facilities in the Stockton Metropolitan Area. These facilities consist of buildings and parking lots. These facilities consist of approximately 286,752 square feet.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>				
	<p><i>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</i></p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p>The Stockton Management Unit is comprised of several buildings located within the area. The Stockton Management Unit totals approximately 286,752 square feet (sf). The Caltrans-District 10 Complex is comprised of approximately 20 buildings totaling 122,671 square feet (sf). The largest building in the Caltrans Complex is the 4-story Headquarters building at 63,560 sf. The Caltrans Complex is located in south Stockton on East Martin Luther King, Jr. Blvd. The following buildings are under the Stockton Management Unit:</p> <table border="0"> <tr> <td> 63,548 sf Stockton State Building, 31 East Channel 35,500 sf EDD Modesto, 135 West Fremont St. 26,000 sf EDD Modesto, 518 12th Street 31,933 sf DOJ Forensic Lab, 1306 Hughes Lane, Ripon 7,100 sf DMV Stockton, 710 North American CalTrans Complex 4,352 sf CalTrans Building 7, 1604 South B St. 4,000 sf CalTrans Building 10, 1690 South B St. 3,410 sf CalTrans Design Bldg., 1976 E. MLK, Jr. Blvd. 2,880 sf CalTrans Building 4, 1976 E. MLK, Jr. Blvd. 1,984 sf CalTrans Shop, 1690 South B St. 1,458 sf CalTrans Training, 1604 South B St. 1,386 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd. 500 sf CalTrans Maintenance, 312 S. Lincoln St. </td> <td> Cal Trans Complex continued 63,560 sf CalTrans HQ, 1976 E. MLK, Jr. Blvd. 7,666 sf CalTrans Lab, 1979 E. MLK, Jr. Blvd. 5,800 sf Cal Trans Construction, 1690 South B St. 4,383 sf CalTrans Equipment Office, 1603 South B St. 4,352 sf CalTrans Building 6, 1604 South B St. 4,000 sf CalTrans Service, 1690 South B St. 3,750 sf CalTrans Communication, 1604 South B St. 2,880 sf CalTrans Building 3, 1976 E. MLK, Jr. Blvd. 2,560 sf CalTrans Building 8, 1604 South B St. 1,810 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd. 1,440 sf CalTrans Building 15, 1604 South B St. 500 sf CalTrans Maintenance Lodi, 845 East Pine St. </td> </tr> </table>			63,548 sf Stockton State Building, 31 East Channel 35,500 sf EDD Modesto, 135 West Fremont St. 26,000 sf EDD Modesto, 518 12 th Street 31,933 sf DOJ Forensic Lab, 1306 Hughes Lane, Ripon 7,100 sf DMV Stockton, 710 North American CalTrans Complex 4,352 sf CalTrans Building 7, 1604 South B St. 4,000 sf CalTrans Building 10, 1690 South B St. 3,410 sf CalTrans Design Bldg., 1976 E. MLK, Jr. Blvd. 2,880 sf CalTrans Building 4, 1976 E. MLK, Jr. Blvd. 1,984 sf CalTrans Shop, 1690 South B St. 1,458 sf CalTrans Training, 1604 South B St. 1,386 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd. 500 sf CalTrans Maintenance, 312 S. Lincoln St.	Cal Trans Complex continued 63,560 sf CalTrans HQ, 1976 E. MLK, Jr. Blvd. 7,666 sf CalTrans Lab, 1979 E. MLK, Jr. Blvd. 5,800 sf Cal Trans Construction, 1690 South B St. 4,383 sf CalTrans Equipment Office, 1603 South B St. 4,352 sf CalTrans Building 6, 1604 South B St. 4,000 sf CalTrans Service, 1690 South B St. 3,750 sf CalTrans Communication, 1604 South B St. 2,880 sf CalTrans Building 3, 1976 E. MLK, Jr. Blvd. 2,560 sf CalTrans Building 8, 1604 South B St. 1,810 sf CalTrans Maintenance, 1976 E. MLK, Jr. Blvd. 1,440 sf CalTrans Building 15, 1604 South B St. 500 sf CalTrans Maintenance Lodi, 845 East Pine St.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE					
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT					
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.					
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE		

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RPA- 011501-FMD

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p>The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment</p> <p>DUTIES All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) Manuals, and FMD strategic plans. Assignment may require temporary shift change or location change.</p> <p>ESSENTIAL FUNCTIONS In order to maintain and beautify plant materials in DGS maintained grounds, under the supervision of the Chief Engineer II:</p> <ul style="list-style-type: none"> • Mows, edges, and aerates lawn areas using power tools, riding lawn mowers, hand operated mower (battery or gas powered), edgers, trimmers and aerators. • Cultivates and amends soil prior to planting, using hoes, shovels, and rototillers. • Trims, prunes, and shapes shrubs, hedges, and trees, using hand and power trimmers, hand and pole saws, pruners, and loppers. • Waters plants using hoses, portable water machines and irrigation systems. • Clears leaves using power rakes, rakes, shovels, tarps, small utility vehicles, and power leaf blowers. • Removes weeds from flowerbeds and other areas by hand-weeding or using hand tools and/or power/battery equipment including natural weed control products such as organic chemicals and/or flamer torch (used via backpack or cart). • Plants and transplants flowers, small trees, shrubs, groundcover, etc., using shovels and hand tools. • Hauls away/disposes of cut branches, grass clippings, weeds, and other plant materials using a small utility vehicles, handcart and tarp. • Sows grass seed using a hand spreader or power spreader pulled by a small utility vehicle to replace or renovate lawn areas. • Visually inspects and monitors vegetation for damage, and applies pesticides as needed to control insects, diseases and pests, using all personal protection equipment (PPE), by use of hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle. • Applies granules and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, annuals, etc. using all PPE, by use of hand spreaders, backpack sprayers, power sprayers, and power spreader pulled by a small utility vehicle.
25%	<p>In order to maintain and beautify, upgrade/improve, repair and ensure public safety of physical landscape environment, under the direction of the Chief Engineer II:</p> <ul style="list-style-type: none"> • Constructs decorative planting borders and retaining walls from wood, brick, concrete, plastic bender board, using hand and power tools. • Repairs and cleans mow strips, bike paths, walkways made of various materials (such as concrete, asphalt, decomposed granite, paver stones), using steam cleaners, jack hammers, concrete tools, and other hand and power tools as appropriate. • Installs, repairs, and maintains various type of irrigation systems (to include drip, overhead, automatic, manual, low voltage controls and valves, etc.) using trenchers, shovels, backhoes, etc. • Cleans out drainage ditches, catch basins, bio-swales, drains, and culverts, using shovels and rakes, power drain cleaners, and water pumps to prevent flooding of parking lots, sidewalks, and landscape areas. • Repairs/maintains ponds or fountains (including minor pump repair) using hoses, pressure washers, water pumps, brushes, nets, filters, and appropriate chemicals to keep them functioning and free of debris. • Repairs/maintains outdoor furniture (objects and structures such as picnic tables and park benches) using paint brushes, sanders, pressure washers, wire brushes, scrapers, and graffiti remover to restore and beautify. • Picks-up and/or removes garbage and refuse from DGS maintained properties, using grab sticks, buckets, bags/sacks, rakes shovels, backpack blowers, sweeper vehicles, rags, spray bottles, cleaners/solvents, graffiti remover, and small utility vehicles.
15%	<p>In order to ensure maximum longevity through equipment maintenance and operation, under the direction of the Chief Engineer II in accordance with manufacturer's guidelines:</p>

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10%	<ul style="list-style-type: none"> Performs preventive maintenance, minor repairs or service on gas or battery powered equipment (such as lawn mowers, leaf blowers, line trimmers, etc.), using wrenches, screwdrivers, hammers, files, etc. Cleans, sharpens, and repairs hand tools for proper and safe operation, using manual and power-driven sharpeners, grinders, files, sand paper, drills, etc. <p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under the supervision of the Chief Engineer II and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulation, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> Attends training in the handling of hazardous materials and use of environmental safeguards. Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch Coordinator. Participates in executing the plans for Emergency Response, Disaster Recovery and Business Resumption and Hazardous Materials and Waste Manifest. Monitors worksite to identify, and remedy, potential safety hazards to ensure public safety. Wears proper personal protective equipment when performing hazardous activities (such as spraying chemicals, or using power tools) to ensure personal safety and minimize exposure to hazardous materials. Safely operates motor vehicles to transport self and materials in compliance with CHP and DMV rules and regulations.
10%	<p>In order to remain current and knowledgeable of operational needs according to FMD policies and procedures, or laws and rules:</p> <ul style="list-style-type: none"> Maintains and submits accurate records regarding the times, locations, and amounts of pesticides and fertilizers to be applied by completing a Pesticide Use Report or other appropriate forms. Determines work that needs to be completed by reviewing work orders and product specifications, sketches, drawing, plans, and diagram. Ensures proper use of tools, equipment, and chemicals (such as fertilizers, herbicides, insecticides, and fungicides) by reviewing manufacturer's operation manuals and product labels. Reports inventory needs to Supervisor by requesting equipment, supplies or materials, based on stock on hand.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> Disposes of fallen tree limbs and branches using a chain saw in order to maintain and beautify grounds at the direction of the Chief Engineer II. Participates in staff meetings to ensure current information is communicated within the unit at the direction of the Chief Engineer II. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers; gardening materials, tools, and equipment, and their use and care; approved methods and materials used in controlling and eradicating common plant diseases and inspect pests.</p> <p>Skill in: Performing miscellaneous gardening and grounds maintenance work.</p> <p>Ability to: Read and write English at a level required for successful job performance; recognize the more common plant diseases, insect pests, and approved methods and materials used in controlling and eradicating them; recognize the more common species of ornamental shrubs, trees, and flowers grown in California; follow oral and written directions; direct the work of inmate or patient helpers.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> Possess a Qualified Applicator's Certificate (QAC). Possess a Qualified Applicator's License (QAL). Possession of a valid California Driver's License. Willingness and ability to do general manual labor.

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	<p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Follow directions. • Works independently with little supervision. • Dependable and punctual. • Interacts well with co-workers, the public, and clients. • Organizes time efficiently and sets own priorities. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in buildings low-rise (6 floors or less) to high-rise (7 floors and higher). • Wear unaltered FMD supplied shirts according to current policy. • When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor. • Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises. • Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions. • Work outdoors and in all weather conditions, including rain, heat and cold. • Work on various uneven ground surfaces. • Work in public-accessed areas. • Work in noisy areas or with noisy equipment or machinery. • Work in any facility within the regional location. • May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties. • May require ability to work overtime. <p>PHYSICAL ENVIRONMENT</p> <ul style="list-style-type: none"> • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. • Repetitively grip, grasp, and manipulate hand movement while using tools or power or battery operated equipment applicable to job being performed. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. • Reach or stretch by extending hand(s) or arm(s) in any direction • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Drive to other outlying buildings and provide groundskeeper coverage. • Wear safety equipment during the performance of duties, i.e., ear plugs when using blowers; dust masks when working around dirt or dust, eye goggles when edging, cloth gloves when planting or pruning, rubber boots or raingear and back support. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read, understand, follow and enforce safety procedures. • Understand written and verbal communication. • Read, understand, and follow instructions on manufacture's label for use of and/or mixture of products. • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals. • Apply common sense in personal safety and safety of equipment in adverse weather conditions (lightning storms, downpours, etc.)